



# BIS CONNECTION

Business Information System (BIS) Project

California Department of Corrections and Rehabilitation

Communicating with California's Professionals in Corrections and Parole

Volume 13

February 2006/March 2006

## ERP Concepts and Functionality

Let's look at how ERP software typically handles business transactions within their framework. In general, ERP software has various modules to automate day-to-day business transactions. Some of the key modules include:

1. Financial Accounting
2. Management Accounting
3. Purchasing and Contracts

In this issue, we will look at providing some overview information in Financial Accounting-related modules.

- **Financial and management reporting** -- Provides a series of standard reports which allow for comprehensive analysis to meet the informational needs of a wide range of end-users, including executive, managers, and staff.
- **Planning, budgeting, and forecasting** -- Support annual budgeting, monthly planning and future forecasting and long term planning. The ERP solution will also allow for "what if" scenario planning, in an environment with actual "real time" data. For example an end-user will have the ability to current information and input potential expenditures for future lock downs, custody overtime or medical guarding situations and immediately see the potential impact on the current budget allowing for efficient future operational planning.
- **Cost management** -- Assign overhead costs, manage the costs incurred by services, and analyze the costs of individual services provided to our customers.
- **Working capital and cash flow management** -- Manage cash flow, including cash flow calculations and middle- and long-term planning.
- **Payment behavior analysis** -- Manage accounts receivables by analyzing payment histories and determining the basis for payment optimization. This will include open employee accounts receivables and ensure compliance with the various bargaining unit language.

## Finance functionality and features in an ERP

- **Better decision-making** -- Access the right information in real time to identify concerns early and pursue opportunities proactively.
- **Improved productivity, efficiency, and responsiveness** -- Extend the reach of business processes to connect more people in real time -- within and beyond CDCR. Provide easy access to consolidated, consistent views of your processes.
- **Reduced costs through increased flexibility** -- Deploy additional business functionality as your needs evolve, reducing costs and facilitating change. Because ERP is based on open architecture, you can protect and leverage your existing IT investments by seamlessly integrating ERP and non-ERP solutions such as Access databases and Excel spreadsheets.
- **Adaptability to business change** -- Seamlessly integrate your end-to-end processes, and take advantage of the latest Web-based technologies.
- **Reduced risk** -- Implement ERP with minimal disruption to ongoing business processes. Take advantage of ERP as a trusted technology for long-term reliability.
- **Better financial management and corporate governance** -- Gain deep visibility into your organization and fulfill control needs and legal requirements.
- **Optimized IT spending** -- Eliminate high integration costs and the need to purchase supplemental third-party products. Deploy additional solutions incrementally, as needed.
- **Faster, higher Return On Investment** -- Install ERP using rapid implementation techniques at less than half the cost of traditional approaches.
- **Higher staff morale and productivity** -- Provide employee self-services to boost staff morale and increase productivity.

In subsequent issues, we will address other, related aspects of ERP functionality that are relevant to BIS and CDCR.

## Status Updates:

- ❖ The Request for Proposal (RFP) is in the process of final review at Department of General Services. Upon approval, the RFP will be released to the vendor community. (Status quo)

## The BIS Team moves to a new office

The BIS Team has moved to 1900 Alabama Ave, Rancho Cordova, CA 95742.

## Questions and Answers ...

**Q** – Will the end users continue to use the old systems when the ERP is implemented?

**A** – There will be a short period of time that the old and the new systems will be used as we transition to full ERP functionality. Once the ERP solution is up and running the old systems will be retired.

*Please Submit Your Questions to:*

[BIS.Mailbox@cdcr.ca.gov](mailto:BIS.Mailbox@cdcr.ca.gov)

*To learn more: On the CDCR Intranet, follow the link to the Business Information System (BIS) web page from the CDCR homepage located under Feature Links or follow the links from the Financial Services Division (FSD) web page.*

<http://intranet/FSD/BIS/BISHome.asp>

## Improve Human Resources Information

(This article submitted by Cathy Reyes from eHR)

CDCR's Strategic Plan includes the goal of improving Human Resources information, designed to unify personnel data and eventually develop interactive standardized administrative data systems for CDCR. This effort is referred to as "electronic" HR (eHR). The proposed effort is establishing solutions for the problems that currently exist with the inadequate or obsolete methods of record keeping of personnel data. Additionally eHR is intended to prepare HR information to work in conjunction with CDCR's planned BIS solution and the State Controller's Office (SCO) 21<sup>st</sup> Century project.

Current CDCR HR systems have been assessed and categorized into groups based on levels of adequacy and defined as "Fires", "Deficient Systems" and "OK Systems". Systems for which rapid solutions can be realistically implemented within 60 days of project approval and funded are considered "Quick Wins". More complicated system solutions that could conceivably be corrected within 6 months of project approval and funded are considered "Quick Solutions". Quick Wins and Quick Solutions will be standard designs that will prepare the data for a full integration for the eHR evolving solution, targeted for December, 2006. The eHR systems will remain in place as interim until the implementation of the CDCR BIS and the SCO 21<sup>st</sup> Century project.

The Strategic Plan is available on the CDCR intranet at <http://intranet/Main/PDF's/StratPlan.pdf>.

## Contact the BIS Core Team Members... Note New Phone numbers

Andrea Rohmann, Staff Services Manager III, [Andrea.Rohmann@cdcr.ca.gov](mailto:Andrea.Rohmann@cdcr.ca.gov) , 916-358-2438

Dr. Amar Prakash, PMP, Consultant, [Amar.Prakash@cdcr.ca.gov](mailto:Amar.Prakash@cdcr.ca.gov) , 916-354-2498

Deborah Bollinger, Staff Services Manager II, [Deborah.Bollinger@cdcr.ca.gov](mailto:Deborah.Bollinger@cdcr.ca.gov) , 916-358-2433

Ken Ritzman, Staff Services Manager I, [Ken.Ritzman@cdcr.ca.gov](mailto:Ken.Ritzman@cdcr.ca.gov) , 916-358-2017

Myra Muhammad, Staff Services Manager I, [Myra.Muhammad@cdcr.ca.gov](mailto:Myra.Muhammad@cdcr.ca.gov) , 916-358-2434

Clemente Enriquez, Staff Services Manager I, Supervisor, [Clemente.Enriquez@cdcr.ca.gov](mailto:Clemente.Enriquez@cdcr.ca.gov) , 916-358-1656

Priscilla Moss, Staff Services Manager I, [Priscilla.Moss@cdcr.ca.gov](mailto:Priscilla.Moss@cdcr.ca.gov) , 916-358-1334

Samantha St. Cyr, Staff Information Systems Analyst (Specialist), [Samantha.StCyr@cdcr.ca.gov](mailto:Samantha.StCyr@cdcr.ca.gov) , 916-358-2035

Lisa Nakao, Associate Governmental Program Analyst, [Lisa.Nakao@cdcr.ca.gov](mailto:Lisa.Nakao@cdcr.ca.gov) , 916-358-2431

Trina Honeycutt, Office Technician, [Trina.Honeycutt@cdcr.ca.gov](mailto:Trina.Honeycutt@cdcr.ca.gov) , 916-358-1339